

FEBRUARY 1998

Repossession Agency

Repossession Agency, Qualified Manager, or Repossession Agency Employee Requirements for Licensure

A repossession agency contracts with a legal owner to locate or recover personal property that has been sold under a security agreement.

In order for a company to seek licensure as a repossession agency, the qualified manager (see below) must have passed the licensing examination. In addition, each individual applicant, partner, or corporation officer must be 18 or older and must undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis. To apply for a company license, submit the \$825 company license fee, as well as two recent passport-quality photographs, two fingerprint cards, and a \$32 fingerprint processing fee **for each** applicant, partner, and officer to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002. (A qualified manager who is *also* an applicant, partner, or officer is not required to send in another set of fingerprints or pay another fingerprint processing fee.)

Note: Local government may also require registration but may not charge a fee.

Qualified Manager

An individual, partnership, or corporation seeking licensure as a repossession agency must specify in the application the individual who will manage the business on a day-to-day basis. This individual is called the qualified manager. (An owner, partner, or corporate officer may serve as the qualified manager, or may hire someone to fill this role.) Qualified managers must spend at least 51 percent of their time in active control of the business and must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis.
- Have two years (4,000 hours) of experience within the last five years as an employee of a licensed California repossession agency or two years (4,000 hours) of recent legally acquired experience recovering personal property sold under a security agreement in California (while

To become licensed by the California Department of Consumer Affairs as a repossession agency or qualified manager, or to become registered as a repossession agency employee, you need to meet these requirements. Repossession agency employees must reregister each time they change employers.

- working as an employee of a financial institution or vehicle dealer).
- Pass a two-hour multiple choice examination covering the Collateral Recovery Act (formerly the Repossessors Act) and related laws, prohibited acts and citations, conduct of business, and disciplinary proceedings. The examination is administered by the Department of Consumer Affairs at least every other month in Northern and Southern California. It may be taken orally by prior arrangement. Examination dates are included with the application package. A copy of the Collateral Recovery Act will be sent with your examination notification.
 - Submit completed application with two recent photos, two sets of fingerprints, and \$357 fee (\$325 application and \$32 Department of Justice fingerprint processing) to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002.

Repossession Agency Employee

Employees hired by a repossession agency to recover property must be registered with the Department of Consumer Affairs. To be eligible to apply for registration as a repossession agency employee, you must meet the following requirements:

- Be 18 or older.
- Submit your completed application with two recent photos, two sets of fingerprints, and \$107 fee (\$75 registration and \$32 Department of Justice fingerprint processing) to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002.

Once you have submitted your application and the appropriate fees, you may work for 90 days with a temporary registration if you do not have a record of any felony convictions and have not committed any violations of the Collateral Recovery Act.

State registration is **not** required of clerical employees or others whose duties do not include actual repossessing.

NOTE: Whenever you change employers, you must **reregister** within 15 working days. Submit a reregistration application and \$30 fee to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002.

Applications for registration as a repossession employee are available from repossession agencies. To request an application for licensure as a repossession agency or qualified manager, call 916-322-4000 or 1-800-952-5210.